

April 2002

RE: EDEExpress for Windows 2002-2003, Version 8.1

Dear EDEExpress Users:

We are pleased to announce the availability of EDEExpress for Windows 2002-2003, Version 8.1. This software version expands EDEExpress to include both the Direct Loan and Pell Grant modules for the 2002-2003 award cycle as well as incorporate other changes to the software.

Note: You should **not** export any Pell or Direct Loan records or mail MPN or PLUS promissory notes for 2002-2003 loans until you have been notified by FSA.

This letter describes general changes to EDEExpress for Windows and enhancements to the Direct Loan and Pell components of the software, bringing ease and flexibility to your management of Direct Loan and Pell processing for 2002-2003.

Included in this letter are the following items:

- A list of Direct Loan enhancements,
- A list of Pell enhancements,
- A list of issues from Version 8.0 that have been addressed,
- The results gathered from EDEExpress benchmark testing, and
- Reminders on how to back up and optimize your EDEExpress database.

Common Origination and Disbursement

All schools participating in Title IV Student Financial Assistance are using the Common Origination and Disbursement (COD) System for 2002-2003 to process the Federal Direct Loan Program and the Federal Pell Grant Program using one of two processing models.

The two models are:

- Full Participation
- Phase-In Participation

The difference in the two models is driven by the data transmissions between the institutions and the COD System. If you use EDEExpress to batch format records for transmission, you are considered a Phase-In Participant.

Phase-In Participation is the continuation of the current processing model for the Federal Direct Loan Program and for the Federal Pell Grant Program. Phase-In Participants communicate over the Student Aid Internet Gateway (SAIG) using the record layouts defined in the *2002-2003 Direct Loan Technical Reference* and the *2002-2003 Pell Grant Technical Reference*. Both documents can be found on the U.S. Department of Education's Student Financial Assistance Download (SFAdownload) Web site located at **SFAdownload.ed.gov**.

How to Get the Software and Documentation

We are distributing EDEExpress for Windows 2002-2003, Version 8.1 via the Internet. You can download the software and the related user documentation from the SFAdownload Web site located at **SFAdownload.ed.gov**.

Instructions for downloading EDEExpress for Windows are located in the “Downloading Software/Paper Documentation” chapter of the *EDEExpress for Windows 2002-2003 Installation Guide*.

If you have trouble using the SFAdownload Web site, contact CPS/WAN Technical Support at **800/330-5947** or via e-mail at **cpswan@ncs.com**.

Note: Some organizations restrict their users from downloading from FTP sites. If you have trouble downloading, try again later. If you are still unable to download, contact your technical support staff to ensure you have full FTP download rights.

If You Have Technical Support and Policy Questions

If you have SFA technical support questions and subscribe to SFATECH, you can post a message on the SFATECH listserv. Information about subscribing to the SFATECH listserv can be found at the following URL:

<http://www.ed.gov/offices/OSFAP/sfatech/listserv.html>

Note: Make sure you include your telephone number in your message. We will research your question and post our response to the listserv so that everyone can benefit from the information.

If you have questions regarding EDEExpress for Windows, such as installation issues, software problem resolution, software functionality, and technical assistance, you can call CPS/WAN Technical Support. You can reach them Monday through Friday, 7 a.m. – 7 p.m. (CT), at **800/330-5947**. You can also e-mail inquiries, comments, or suggestions 24 hours a day to **cpswan@ncs.com**. A representative will respond within 24 business hours.

CPS/WAN Technical Support

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EExpress for Windows, Version 8.1

EExpress consists of four software modules:

- Application Processing
- Packaging
- Direct Loan
- Pell Grant

Version 8.1 installs the Direct Loan and the Pell modules and updates Version 8.0.

General Changes that Apply to Both Direct Loan and Pell Modules

Header Record

- A Software Provider Version number is added to the Header Record for all batch files being exported to COD. This 9-character field in the header record is alphanumeric and is left-justified. EXP8.1.xx is used to identify EExpress 8.1. This enhancement will enable customer service staff to determine if you are using the current version of EExpress software.

User-Defined Letters

- You can create an unlimited number of user-defined letters and assign the letters to a specific module.
- While in a student record, you can print a user-defined letter from any tab. The letter must be assigned to the module associated with the tab or not assigned to a specific module. You can also print letters in batch mode from the Print dialog of the module associated with that letter.

Multiple Entry

- The Multiple Entry Records grid has been expanded to display as many student records as possible on the screen.
- The Multiple Entry Edit report now lists the records that are included in the SSN file but cannot be updated because they do not exist in the database.

Navigation/Tabs

- The active tab is highlighted to clearly distinguish the active tab from inactive tabs.

Prior Year Data

- You can select individual setup profiles, as well as specific student records (where applicable) when using the Prior Year Import feature.
- Select Records and Selection Criteria functions have been added to the Prior Year Demographic Data import process.
- To give you easier access to information about the Prior Year Data import, a Help button has been added to the Prior Year Data Import Dialog box. On-line Help now provides a more thorough explanation of the process.
- User-defined data setups can be moved to the new database along with each student's corresponding student data

Print

- A First Page button and a Last Page button are available when you print to the screen.
- A Print Setup dialog box is available from the File menu and the Print dialog box.

Query

- You can compare numeric fields within single records using the new Field-to-Field option.

Save Process

- The keystrokes to save a loan record are modified. No longer are you required to click OK. Instead, a message displays in the lower-left screen corner, confirming the save process has occurred and no further action is required by the user.

Setup

- The Setup menu has been redesigned to allow you to move from option to option without having to return to the main menu. The Return to Dialog System Setup feature defaults to Yes in order to facilitate this enhancement.
- You can customize Setup options, such as Report File destination (to default to Printer, File, or Screen) to make the software more convenient to use.

Direct Loan Enhancements

We made the following product enhancements in EDEExpress for Windows 2002-2003, Version 8.1. This version activates Direct Loan program functions.

Note: You can originate Subsidized, Unsubsidized, and PLUS loans, print MPNs and promissory notes, and create actual disbursements in your EDEExpress Direct Loan module for 2002-2003; however, you should **not** submit any batches of originations or disbursements until you have been notified by FSA that implementation of the 2002-2003 processing database has been completed. You can also do on-line credit checks for PLUS loans through the Loan Origination Web site. You should **not** mail any MPN or PLUS promissory note manifests for 2002-2003 loans until you have been notified by FSA.

Field Changes

- EDEExpress no longer exports the following fields as part of the Loan Record sent to COD, but these fields will continue to be stored on the EDEExpress database and remain available for school use:
 - Permanent Address Change Date
 - Local Address Change Date
 - Borrower's SSN Change Date
 - Borrower's Date of Birth Change Date
 - Driver's License Number
 - Driver's License State
- The Entrance Interview Flag field is increased to an eight-character date field. This change in the field type from a single-byte flag to a date allows you to import the new Entrance Counseling Report file from the Loan Origination (LO) On-Line Application and capture the date a borrower completes entrance counseling on the Web. This field can also be updated using the external import process. The Entrance Interview Date continues to be updated on the Demo tab and exported from the Demo table; however, it also displays on the Disburse tab.

Change Process

- Updates made to fields on the Loan Record are tracked and displayed. This functionality allows you to determine if updates are accepted or rejected by COD.

Record Layouts

- Record layouts no longer display and print from within EDEExpress. These record layouts can be found in the *2002-2003 Direct Loan Technical Reference*. Only the User-Defined—External Export layout continues to be available in EDEExpress.

Edits

- The Entrance Interview edit no longer applies to PLUS Loans in EDEExpress.
- Disbursement edits are updated to accommodate disbursement dates seven calendar days in the future.
- An edit has been added to alert the school that no current SSN, DOB, and last name combination was successfully matched with the CPS database.

Disbursements

- Disbursement Sequence Numbers for Payments to Servicing transactions, formerly Servicer Refund transactions, are generated and reserved for use by COD, in the range of 99 to 91.
- Actual Disbursements can be dated and exported seven calendar days in the future.
Note: For Option 1 and Standard Origination schools, you must submit actual disbursement records in order to receive payment. While you will continue to receive the Pending Disbursement List report (formerly the Anticipated Disbursement List), this report no longer authorizes funding automatically. The actual disbursement records may be submitted no more than 7 calendar days before the disbursement date.
- From the Disbursement tab, you can delete an actual disbursement record prior to the save process if necessary. This enhancement saves several steps if you have made an error in creating or updating a disbursement and have not saved it yet.
- The Booking Notification process is updated so that these notifications are sent to schools by COD only at the time the first disbursement books (signifying that the Loan is booked). Booking Notifications are **not** sent for each subsequent disbursement or adjustment. Therefore, the Booked Status field in EDEExpress is moved from the Disbursement tab to the Loan tab.

Entrance and Exit Counseling

- A new process allows schools to request an electronic file (fixed length) that identifies borrowers who have completed entrance counseling on the LO On-Line Application. Upon importing this file into EDEExpress, the Entrance Interview Date for a borrower is updated.
- A new process allows schools to request an electronic file (fixed length), identifying borrowers who have completed exit counseling on the Servicing Web site. Upon importing this file into EDEExpress, you can print a preformatted report.

Print

- Parent Borrower address labels can now be printed from EDEExpress.

Save

- A new function allows you to save a loan record and then originate that loan in one step.

External Imports

- Academic Year, Loan Period, and Anticipated Disbursement (1 to 20) dates are added to the External Import Add file. These fields provide you with the capability to generate disbursement profiles through the external import process.
- The valid values of “S” Signed and “P” Printed for the MPN Status/Promissory Note Status are added to the External Import Add record.

External Change

- The valid value of “P” Printed is added to the MPN/Promissory Note Status for the External Change Process.

Query

- A new predefined query to identify Change Batch IDs is added to EDEExpress. In addition, a predefined parameter query is added to identify the Loan Status, MPN Status, Credit Decision Status, Disbursement Status, and Disbursement Number.

Reports

- A new Loan Eligibility List report assists in identifying overawards and in investigating loan limit issues.
- The DLSAS and 732 reports are combined into one report, the School Account Statement- Direct Loan (SAS). The SAS report contains all the data elements from the DLSAS and 732 reports. Instead of importing this data file into EDEExpress, you may import to print or run comparisons of COD data to your school data using DL Tools Version 2.0 software (available late spring 2002).
- The Anticipated List Report prints gross, fee, interest rebate, and net amounts and provides the option to print both Corresponding Actuals and Pending Actuals on the same list.
- Net Disbursement Totals per student are added to the Actual Disbursement List Report.
- The Status Measurement Tool Report is renamed to Status List Report and now includes the Credit Decision status.

Import

- The ISIR import into the DL module updates the Default/Overpayment field on the Loan record based on the NSLDS match flag.

Setup

- Direct Loan setups, including Disbursement Profiles from the prior year, can be imported.
- The Direct Loan Disbursement Setup defaults the assumed school code in DL System Setup into individual Disbursement Profiles.

Loans Tab

- The Direct Loan School Code field on the Loans tab is modified to a display-only field.

Pell Enhancements

General Changes

- The software includes the 2002-2003 Regular and Alternate Federal Pell Grant Program Payment and Disbursement Schedules. The maximum annual award is \$4000 with Pell eligible EFC ranges between \$0 and \$3800. The Alternate Federal Pell Grant Schedules have been regrouped from four to five ranges, four of which are valid for eligible Low Assessed Tuition. The complete set of tables for determining annual Pell awards can be viewed on the IFAP Web page, located at **ifap.ed.gov**.

Note: You can originate 2002-2003 Pell records in EDExpress; however, you should **not** export any Pell records until you have been notified by FSA.

- Schools that include cents when reporting a student's Pell Grant "Award Amount for Entire School Year" will have the cents processed and returned by the Pell processor.
- Potential Overpayment Project (POP)
 - Schools that receive a system generated Multiple Reporting Record (MRR) for Potential Overpayment Project (POP) records reported by two or more campuses will have 30 days to collaborate and reconcile the discrepancy. If the student is still in an overpaid status after 30 days, COD will generate a "Negative Disbursement" to all schools and all previously accepted disbursements for the student for the 2002-2003 award year will be decreased to zero. Online Help and other Pell Grant documentation have been updated with the new MRR/POP process.

Field Changes

- COD is the Pell Processor for 2002-2003 and forward. All references to "RFMS" changed to "Pell Processor" or "Pell" when space will not allow. Label changes in EDExpress include the following:
 - On the Origination and Disbursement export files, "RFMS" is removed from the title.
 - On the Pell Origination display screen, "RFMS Status" is changed to "Pell Action Status."
 - On the Pell Disbursement display screen:
 - "Action" has been added to the "Status" column label and "RFMS" changed to "Pell." The column heading is now "Pell Action Status."
 - "RFMS YTD Total" changed to "Pell Processor YTD Total."
 - The column heading, "Payment Period," is changed to "Pay Period."

Field Changes (Continued)

- Verification Status Codes

There are only three valid values for reporting the status of records that are selected for verification either by the Central Processing System (CPS) or by the school. Verification Status codes for 2002-2003 are V—Verified, W—Without documentation, or blank—for records that are not selected.

EDEExpress will only allow you to disburse 50% of the student's award if you have reported a status of "W" until you update that value to a "V" or blank. Verification Status Codes can be updated manually or through multiple entry.

Originations

- To accommodate COD, the Student Current SSN, Student Date of Birth, Student Last Name, First Name, and Middle Initial are on the Origination record. These values are saved to the EDEExpress database and included in the export process.
- A Negative Pending Amount field is added to the Origination Acknowledgement record. When a Negative Pending amount does not exist, the field will be "0" filled. The absolute value prints on the Origination Import Edit report without a negative sign or brackets.
- A Record Source Field on the Student Demo Tab identifies the source from which the record was created. These unique values distinguish a traditional Origination Acknowledgement (O), an Origination Acknowledgement via the Web (W), or a Year-to-Date Rebuild (X). The corresponding column heading of the Pell Origination List is changed to "Record Source" for clarity. It was previously listed as "Origination Source."
- The Current SSN, Date of Birth, Student's Full Name, and Secondary EFC is imported from the Origination Acknowledgement record and stored in EDEExpress on the Student Demo tab. The current SSN equals the Original SSN for the reported ISIR transaction number, unless the student has altered the SSN through CPS.
- An asterisk is added to the left of the EFC on the Origination List to notify you when the students' Secondary EFC is used.

Disbursements

- You can update the "Disbursement Cross Reference" field for records in an "Accepted," "Rejected," or "Ready" status. Updates cannot be made to records that have been set to "Batched."
- The range for Pell System-generated Disbursements changed from 91-99 to 66-90. The warning message that previously appeared at the 85th disbursement will now display at the 60th disbursement.
- Depending on the school's Disbursement Option as indicated in Setup, EDEExpress will allow disbursements to be reported zero days, 7 days, or 30 days in advance.

Entry

- The Pell screen is reorganized. Weeks and Hours fields for clock hour schools are listed together in the middle column. All data elements on this screen are grouped in a more logical order.
- The School Internal Sequence Number, a non-required field, appears on the Origination Tab and can be used by PC and combo system users. The School Internal Sequence Number is also available in Query, Browse, and File Format.
- When a user selects Process Calculate on a record with the Low Tuition and Fees (LTF) code selected, but LTF requirements are not satisfied, the message "Criteria for Low Tuition and Fees (LTF) is not met" displays.
- You can view and scroll between an origination record and a disbursement record for a single student within the Pell module. The software will present the disbursement record(s) associated with the accessed origination record.

Edits

- The edit messages print at the end of the respective Import Edit Report. The 300 series edits and message text appear at the end of the Origination Import Edit Report; the 400 series edits and message text appear at the end of the Disbursement Edit Report. Users can opt to print or not print the list.
- For each disbursement transaction that elicits an edit condition of D—Duplicate, E—Reject, or W—Warning, the reason for the edit will display on the Disbursement Tab under View | Processed Edits/Comments.

Export

- The “Select All Records” option is disabled for a Year-to-Date Data Request. Schools may continue to use the Reporting or Attended Campus ID as criteria for requesting a Year-to-Date file for all students.
- A second level sort is added so that records run in Origination ID order, then disbursement reference number order, for each disbursement record that is exported.
- The Student Current SSN, Student Date of Birth, and Student's Last Name, First Name, and Middle Initial are added to the Data Request Record. These fields are required to export a Data Request for individually selected students.

Import

- A new message class of PGSNOP03 may be imported, which reports discrepant SSN, Name, and/or Date of Birth data, submitted to the Pell Processor. Whenever the school submits data to the Pell Processor that does not match data on the CPS Abbreviated Applicant File, the discrepant values will print on this preformatted report. No updates are made to the EDEExpress database from this file.

Import (Continued)

- A separate Pell budget is added to the Packaging module for 2002-2003. Schools that use Packaging and Pell in EDEExpress can use this new field to populate the same field on the Pell Tab. If you use the option to create Pell records by importing data from the Packaging module in EDEExpress, the Pell Cost of Attendance (COA) will automatically populate on the Pell Tab. The Cost of Attendance field can be modified individually on the Pell Tab or via the Multiple Entry Selection Grid.
- During the “Origination Data – External” import process, Express will use the SSN value from the Origination ID to populate the Original SSN field. The value in the Original SSN field will be ignored.
- The “Compare/Print Exceptions” option will be disabled when users choose to select specific records to update during an import to rebuild Year-to-Date files.
- The School Default Flag can be brought forward when importing Prior Year Pell Setup information. You can select data by choosing Attended Campus or Reporting Campus during a Prior Year Import. Interactive graphics offer explanations in online help for Pell Setup.
- At the beginning of the import process, the software will check for the correct award year contained in the Header record. If the award year and software version do not match, the import process stops and the message "invalid cycle year" prints on the import edit report.

Reports

- All Record Layouts are removed from Print, with the exception of “RL-External Export Add Record.” The “RL - External Export Add Record” is renamed “RL - User Defined Formats” to be consistent with the same report title in other EDEExpress modules.
- A new Disbursement Pending Report has been created to assist you in tracking anticipated disbursements. If the amount originated is equal to the amount disbursed, the record will not appear on this report. The report will list records in which the Originated Award amounts minus Year-to-Date Disbursed amounts are greater than zero. You will have the option to include originated records with no disbursement activity for the award year.
- A new check box on the Print Disbursement list dialog box enables you to print Pell records with disbursements greater than zero and Verification status code of W—Without Documentation.
- The Process/Calculate Award Amount Edit report includes a count for total number of records updated and rejected. After running the process the total number of records set to “Ready” and/or “Not Ready” prints at the end of the report.
- A total count for the number of records with an action code of D—Duplicate is included in the Grant Trailer record for Origination and Disbursement Acknowledgements.
- The Print dialog no longer requires a Date Range for a Batch Activity List. If left blank, the software will default to the current date and create a Batch Activity List of all batches in the log.

EDExpress Software Updates

EDExpress, Version 8.1 provides the following additional changes to the software.

Global

When using the help button after printing to the screen, the correct help file will display.

Document tracking will now correctly assign documents based on the associated Reject Codes or Comment Codes for a document.

Users will no longer receive an Illegal Operation message when printing Document Tracking Letters.

The EDExpress application will no longer close (and subsequently lock up the User ID logged in under) if OK is clicked on the initial Global Import dialog window during or after the import of Prior Year User-Defined Queries and Setup.

If your EDExpress database is located on a network, two unique User IDs will be not be able to open the same student record. Rather than allowing a second User ID to open the record, which caused the EDExpress application to shut down, a message will display indicating the record is in use and cannot be accessed.

Application Processing

When you save a record and do not select the option “Mark Ready for Transmission,” the software will correctly set the transmission status to N (No).

A modification was made to the AGI (Adjusted Gross Income) assumption edits as they are performed against tax filing status edits.

Export to EDconnect now correctly formats export files with the correct message class and description in the transmission queue.

Comment Codes will no longer be truncated when printing the ISIRs.

When using a query and choosing a Transaction Preference of "Highest" to print multiple ISIRs, EDExpress will now only print the highest ISIR transaction for those students filtered by the query, rather than all of the ISIRs for those students filtered by the query.

Packaging

The FISAP report label “FT UNDRGRD” has been changed to “UNDRGRD.” The records in this category include both full-time and part-time undergraduates.

When Packaging a student record from the Awards Tab, if funds with Aid Types other than “O” or “V” are manually added prior to packaging, the software will no longer double the awarded amount for the manually added fund(s) when calculating remaining need eligibility for the Federal Stafford Loan (Aid Type “S”).

EExpress Supports These Printers

We tested the following printers that are Windows NT 4.0, Windows 98, Windows Me, and Windows 2000 compatible:

- HP8150
- HP4
- HP3Si
- HP5SiMX
- HP4000N
- HP4M
- HP4Si
- HP8000N
- HP4MPlus
- HP5Si

EExpress Benchmarking

We performed benchmarking tests on the EExpress for Windows, Version 8.1 software to determine how it operates in certain operating environments.

Imports

The benchmarking results for EExpress import files are as follows.

- These tests were all completed on a Pentium 800 with 128 MB RAM.
- Records were imported into an empty database.
- The Time Elapsed column indicates the measurement of time starting when the user clicks OK in the Import dialog box and the import process begins until the import statistics are displayed.

Application Processing

| Import | Operating System | Benchmarking Volume | Time Elapsed |
|---------------|-------------------------|----------------------------|---------------------|
| ISIR Data | NT 4.0 | 1000 records | 36 seconds |
| ISIR Data | Windows 98 | 1000 records | 43 seconds |
| ISIR Data | Windows Me | 1000 records | 45 seconds |
| ISIR Data | Windows 2000 | 1000 records | 35 seconds |

Direct Loan

| Import | Operating System | Benchmarking Volume | Time Elapsed |
|---------------|-------------------------|----------------------------|---------------------|
| External Add | NT 4.0 | 1000 records | 1 min, 5 seconds |
| External Add | Windows 98 | 1000 records | 1 min, 3 seconds |
| External Add | Windows Me | 1000 records | 1 min, 1 second |
| External Add | Windows 2000 | 1000 records | 58 seconds |
| ISIR Import | NT 4.0 | 1000 records | 1 min, 24 seconds |
| ISIR Import | Windows 98 | 1000 records | 1 min, 23 seconds |
| ISIR Import | Windows Me | 1000 records | 1 min, 20 seconds |
| ISIR Import | Windows 2000 | 1000 records | 1 min, 15 seconds |

Pell

| Import | Operating System | Benchmarking Volume | Time Elapsed |
|--------------------------|-------------------------|----------------------------|---------------------|
| Pell YTD Data | NT 4.0 | 2041 records | 7 seconds |
| Pell YTD Data | Windows 98 | 2041 records | 8 seconds |
| Pell YTD Data | Windows Me | 2041 records | 7 seconds |
| Pell YTD Data | Windows 2000 | 2041 records | 5 seconds |
| Origination Data - ISIRs | NT 4.0 | 1000 records | 7 seconds |
| Origination Data – ISIRs | Windows 98 | 1000 records | 8 seconds |
| Origination Data – ISIRs | Windows Me | 1000 records | 7 seconds |
| Origination Data – ISIRs | Windows 2000 | 1000 records | 6 seconds |

Reports

The benchmarking results for EDEExpress reports and lists are as follows:

- These reports were tested in Windows NT, Windows 98, Windows Me, and Windows 2000 on HP LaserJet IIISi, 4, 4000N, 4M, 4M Plus, 4si, 5M, 5si, 5si MX, and 8000N printers.
- These tests were all completed on a Pentium 800 with 128 MB RAM.
- The Average Time Elapsed column indicates the length of time starting when the user clicks OK in the EDEExpress Print dialog box and when the operating system (Windows NT/98/Me/2000) print dialog appears.
- The Benchmarking Volume is the number of records and approximate number of pages that were printed in the test.

Global, Application Processing, and Packaging

| Report | Operating System | Benchmarking Volume | Average Time Elapsed |
|--------------------------|-------------------------|----------------------------|-----------------------------|
| Document Tracking Letter | NT 4.0 | 5 records | 1 second |
| Document Tracking Letter | Windows 98 | 5 records | 1 second |
| Document Tracking Letter | Windows Me | 5 records | 1 second |
| Document Tracking Letter | Windows 2000 | 5 records | 1 second |
| Mailing Labels | NT 4.0 | 25 records | 1 second |
| Mailing Labels | Windows 98 | 25 records | 1 second |
| Mailing Labels | Windows Me | 25 records | 1 second |
| Mailing Labels | Windows 2000 | 25 records | 1 second |
| ISIR | NT 4.0 | 2 records | 1 second |
| ISIR | Windows 98 | 2 records | 1 second |
| ISIR | Windows Me | 2 records | 1 second |
| ISIR | Windows 2000 | 2 records | 1 second |
| Processed ISIRs | NT 4.0 | 25 records | 1 second |
| Processed ISIRs | Windows 98 | 25 records | 1 second |
| Processed ISIRs | Windows Me | 25 records | 1 second |
| Processed ISIRs | Windows 2000 | 25 records | 1 second |
| Award Letters | NT 4.0 | 2 records | 1 second |
| Award Letters | Windows 98 | 2 records | 1 second |
| Award Letters | Windows Me | 2 records | 1 second |

Global, Application Processing, and Packaging (Continued)

| Report | Operating System | Benchmarking Volume | Average Time Elapsed |
|-----------------|-------------------------|----------------------------|-----------------------------|
| Award Letters | Windows 2000 | 2 records | 1 second |
| Packaging Setup | NT 4.0 | 26 pages | 1 second |
| Packaging Setup | Windows 98 | 26 pages | 1 second |
| Packaging Setup | Windows Me | 26 pages | 1 second |
| Packaging Setup | Windows 2000 | 26 pages | 1 second |

Direct Loan

| Report | Operating System | Benchmarking Volume | Average Time Elapsed |
|---------------------------------|-------------------------|----------------------------|-----------------------------|
| List – Anticipated Disbursement | NT 4.0 | 5 records/8 pages | 1 second |
| List – Anticipated Disbursement | Windows 98 | 5 records/8 pages | 1 second |
| List – Anticipated Disbursement | Windows Me | 5 records/8 pages | 1 second |
| List – Anticipated Disbursement | Windows 2000 | 5 records/8 pages | 1 second |
| Prom Notes – MPN | NT 4.0 | 2 notes/4 pages | 1 second |
| Prom Notes – MPN | Windows 98 | 2 notes/4 pages | 1 second |
| Prom Notes – MPN | Windows Me | 2 notes/4 pages | 1 second |
| Prom Notes – MPN | Windows 2000 | 2 notes/4 pages | 1 second |
| Prom Notes – PLUS | NT 4.0 | 2 notes/4 pages | 1 second |
| Prom Notes – PLUS | Windows 98 | 2 notes/4 pages | 1 second |
| Prom Notes – PLUS | Windows Me | 2 notes/4 pages | 1 second |
| Prom Notes – PLUS | Windows 2000 | 2 notes/4 pages | 1 second |

Pell

| Report | Operating System | Benchmarking Volume | Average Time Elapsed |
|-------------------------|-------------------------|----------------------------|-----------------------------|
| Pell Origination Record | NT 4.0 | 3 records/6 pages | 1 second |
| Pell Origination Record | Windows 98 | 3 records/6 pages | 1 second |
| Pell Origination Record | Windows Me | 3 records/6 pages | 1 second |
| Pell Origination Record | Windows 2000 | 3 records/6 pages | 1 second |
| Pell Disbursement List | Windows 98 | 41 records/7 pages | 1 second |
| Pell Disbursement List | Windows Me | 41 records/7 pages | 1 second |
| Pell Disbursement List | Windows 2000 | 41 records/7 pages | 1 second |
| Pell Disbursement List | NT 4.0 | 41 records/7 pages | 1 second |

Reminders

New Hardware Requirements

The U.S. Department of Education produced a document titled "Analyzing your SFA Computing Needs to be more Productive and Save Money" which is available on IFAP at the following URL:

<http://198.77.163.160/eannouncements/attachments/1129MinPCneeds.pdf>

We suggest you read through this document to get a better idea of your school's computing needs and what your processing requirements may be.

Back Up Your Database Weekly

You should back up your EDEExpress for Windows database file (EXPRES23.MDB) regularly so you do not lose your data. We recommend that you back up your files at least once a week. You should also back up your data before and after you run utilities as a precautionary measure.

EDEExpress for Windows does not include a backup utility. You must use your own backup software. Be sure to test your backup software to verify that it can reliably restore your backups.

Optimize Your Database with Software Utilities

EDEExpress for Windows contains utilities that allow you to optimize your database to prevent problems. We recommend that you repair, compact, and verify your database once a week. Once all three are successful, back up the database. See section "Back UP Your Database Weekly."

Run the database utilities in the following order:

- Repair Database
- Compact Database
- Verify Database
- Repair Database
- Compact Database

For specific information regarding repairing, compacting, and verifying, see section "Run the Repair Database Utility."

Run the Repair Database Utility

The Repair Database utility resolves inconsistencies in record storage. Events such as a power outage or a LAN failure can corrupt your database if it occurs while EDExpress for Windows updates your records.

EDExpress for Windows may not detect database corruption, so if your system functions unpredictably (for example, you start getting database error messages, even something as simple as a missing flag on a record), use the Repair Database utility. Running this utility once a week helps to prevent database problems.

Warning: Before using this utility, be sure you have space on your hard drive that is at least equal to three times the current size of the database.

Improve Performance with the Compact Database Utility

The Compact Database utility improves the performance of EDExpress for Windows by optimizing the database (EXPRES23.MDB) file and reclaiming space on your computer's hard drive. As you add, modify, or delete records in EDExpress for Windows, the database file can become fragmented.

Running this utility weekly makes the database files smaller and improves system performance. It can also significantly reduce the size of your database. This does not mean that records are removed, only that they are organized and stored more efficiently.

Warning: Before using this utility, be sure you have hard drive space available at least equal to three times the current size of the database.

Prevent Problems with the Verify Database Utility

The Verify Database function checks for data relationship integrity in your database. If EDExpress for Windows crashes or abnormally halts processing, a record may be missing one of its associated records. Verify Database recreates the missing record.

Running this function weekly helps to prevent problems.

Warning: Before using this utility, be sure you have hard drive space available that is at least equal to three times the current size of the database.